

Faculty Senate Officers: Roles and Responsibilities

Chair of the Faculty

Responsibilities and Activities:

- Preside over academic unit mergers and extraordinary reviews
- Meet regularly with university leaders (e.g., Provost, President, etc.)
- Organize and conduct faculty salon meetings with the President and Provost
- Serves on search committees for university-level appointments (e.g., Provost, Student Regent)
- Chairs Meetings of the General Faculty
- Answer questions from faculty, staff, and students
- Appoints members to General Faculty Committees
- Collaborates on, and delivers, university-wide shared governance reports
- Attend quarterly ABOR meetings, special meetings, and committee meetings (currently the Arizona Faculties Council Chair 20-21)
- Host the ABOR faculty breakfast twice a year
- Meet with Deans to support college-level shared governance efforts
- Support HLC accreditation efforts
- Ex officio member of the following committees:
 - Strategic and Budget Planning Advisory Committee
 - Committee of Eleven
 - Senate Executive Committee
 - Faculty Senate
 - Shared Governance Review Committee
 - Senior Leadership Team
 - Provost's Council

Vice Chair of the Faculty

Responsibilities and Activities:

- Presiding Officer of Faculty Senate & Senate Executive Committee
- Chair of the Shared Governance Review Committee
- Chair of the Naming Committee
- Leads efforts to shape Senate monthly agenda
- Contributes to Senate meeting logistics
- Meets with faculty, staff, student governance groups and constituents
- Answers questions from faculty, staff, and students
- Participates in the Arizona Faculties Council (AFC)
- Attends quarterly ABOR meetings
- Fills in for Chair of the Faculty as needed
- Appoints faculty to Senate Standing Committees
- Serves on search committees and meet candidates for administrator / senior leadership positions

Secretary of the Faculty

Responsibilities and Activities:

- Chair of Constitution and Bylaws Committee
- Chair of the Honorary Degree Committee
- Chair of Committee on Faculty Membership
- Participates in the Arizona Faculties Council (AFC)
- Reviews Faculty Senate and Senate Executive Committee meeting minutes
- Fills in for the Vice Chair of the Faculty in their absence
- Helps to shape Senate monthly agenda
- Member of Senate Executive Committee
- Serves as Parliamentarian (should one not be appointed by the Chair of the Faculty)
- Meets with and answers questions from faculty, staff, and student
- Attends quarterly ABOR meetings
- Produces the monthly Senate Officers Report
- Serves in other roles as needed (search teams, ad hoc committees, etc.)

Co-Chair of Strategic Planning and Budget Advisory Committee (SPBAC)

Responsibilities and Activities:

- Presides over SPBAC meeting
- Organizes agenda for bi-weekly SPBAC meetings
- Reviews SPBAC meeting minutes
- Aggregates ad-hoc decision-support materials for university leaders (e.g., member survey reports)
- Communicates regularly with university leaders (e.g., Provost, CFO, etc.)
- Answers questions from faculty, staff, and students
- Ex officio member of the following committees:
 - Senate Executive Committee
 - Faculty Senate
 - Shared Governance Review Committee
 - President's Cabinet

The Provost's Office currently provides stipends for these 4 positions, ranging from \$6-\$12K per academic year per position.

Independently, officers can negotiate course buy-outs or other forms of workload reduction individually with their department.

Average workload for these positions is 10-20 hours per week.